

JUNE LAGMAY
CITY CLERK

HOLLY L. WOLCOTT
EXECUTIVE OFFICER

CITY OF LOS ANGELES

CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

OFFICE OF
CITY CLERK
ADMINISTRATIVE SERVICES

ROOM 224, 200 N. SPRING STREET
LOS ANGELES, CALIFORNIA 90012
(213) 978-1099
FAX: (213) 978-1130
TDD/TTY (213) 978-1132

MIRANDA PASTER
ACTING DIVISION HEAD

February 21, 2013

DONALD DUCKWORTH, EXECUTIVE DIRECTOR
Westchester Business Improvement District
8929 S. SEPULVEDA BLVD #130
WESTCHESTER, CA 90045

RE: Mandatory Best Practices Seminar – March 13, 2013

Dear Donald Duckworth,

The Office of the City Clerk will hold a mandatory Best Practices Seminar for all Business Improvement Districts (BIDs) on Wednesday, March 13, 2013. The purpose of this seminar is to discuss the Best Practices for Business Improvement Districts in regards to administration, reporting and implementation of your BID services with the City of Los Angeles.

The Best Practices Seminar will be held at the:

Controller's Conference Room
Los Angeles City Hall East, 3rd Floor
200 N. Main Street, Room 351A
Los Angeles, CA 90012
Time: 9am - 1pm

Parking will be made available and refreshments will also be served. Please call Gloria Pinon at (213) 978-1108 or email your name, car model and license plate information to gloria.pinon@lacity.org.

At least one Business Improvement District Board member is required to attend this meeting, but as many members of the Board who wish to attend may do so with confirmed RSVP. In addition, the Executive Director, or at least one administrative person, must attend from each BID in addition to the one BID Board member. **Mandatory Attendance is Required.**

Please call (213) 978-1099 to RSVP on or before March 8, 2013. Questions about this mandatory seminar should be directed to Rosemary Hinkson of my staff at (213) 978-1082 or (213) 978-1099 or via email at rosemary.hinkson@lacity.org.

Sincerely,

Miranda Paster, Acting Division Head
Administrative Services Division

MP:rmh